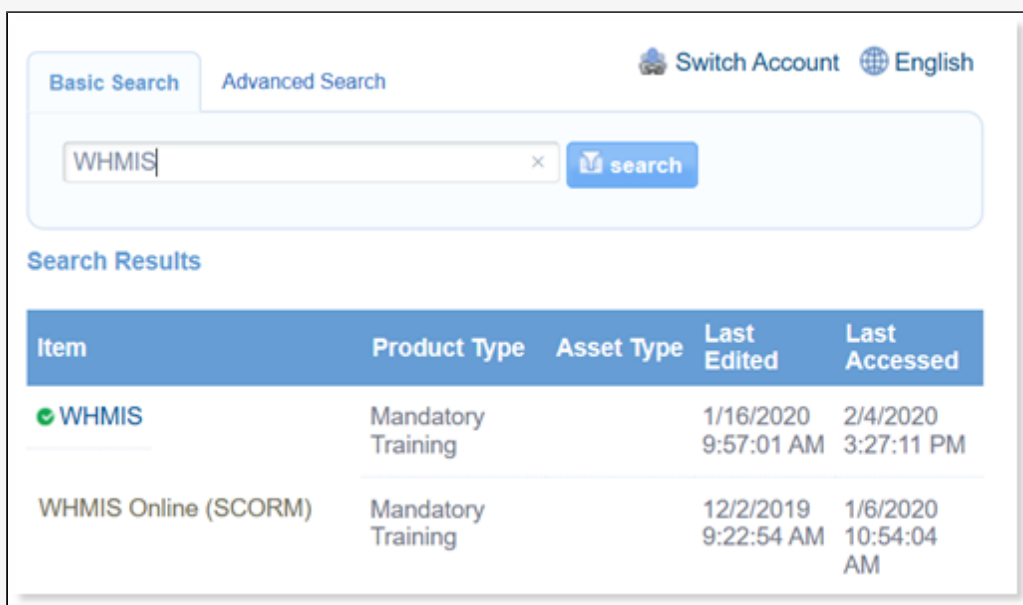


Search

Some systems will have the option to toggle from a Basic to an Advanced Search. Search highlights the term you entered to assist in identifying your results.

1. Select **Search** from the top of the page.
2. Enter a term to find any course or other learning materials you are enrolled to.
3. Select a search result. The search results are links that to go directly to the item.

An example of Basic Search.



The screenshot shows a search interface with two tabs: 'Basic Search' (selected) and 'Advanced Search'. In the top right corner, there are links for 'Switch Account' and 'English'. The search input field contains the text 'WHMIS' and a 'search' button. Below the search bar, the 'Search Results' section displays a table with the following data:

Item	Product Type	Asset Type	Last Edited	Last Accessed
WHMIS	Mandatory Training		1/16/2020 9:57:01 AM	2/4/2020 3:27:11 PM
WHMIS Online (SCORM)	Mandatory Training		12/2/2019 9:22:54 AM	1/6/2020 10:54:04 AM

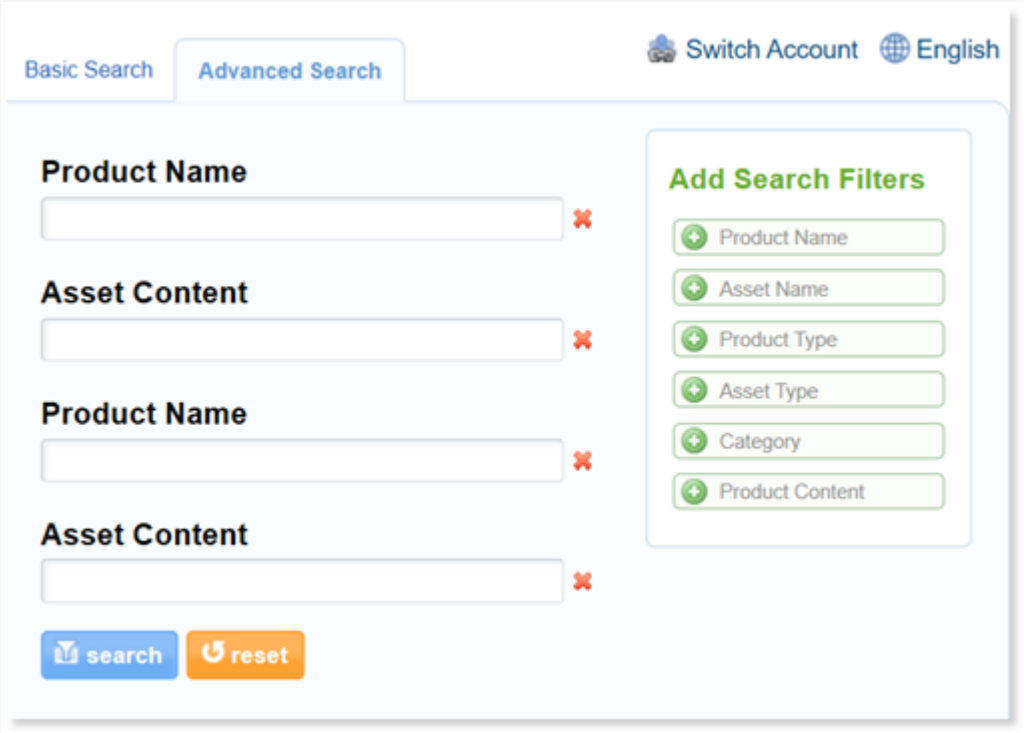
Advanced Search

Advanced Search includes filters to help you narrow down the results.

1. Select one or more filters from the **Add Filters** list.
2. Enter or select criteria for each filter that you selected.
3. Use the x next to an added filter to remove it.

4. Select the **Search** button.
5. Select **Reset** to clear all filters.

An example of advanced search using four of the available filters.



The screenshot displays an advanced search interface. At the top, there are two tabs: 'Basic Search' and 'Advanced Search', with 'Advanced Search' being the active tab. To the right of the tabs are links for 'Switch Account' and 'English'. The main search area contains four filter input fields, each with a red 'X' icon to its right, indicating that a filter has been applied. The filters are: 'Product Name', 'Asset Content', 'Product Name', and 'Asset Content'. To the right of these fields is a box titled 'Add Search Filters' containing six filter options: 'Product Name', 'Asset Name', 'Product Type', 'Asset Type', 'Category', and 'Product Content'. At the bottom of the search area are two buttons: a blue 'search' button and an orange 'reset' button.

Advanced Search Filter Options

Advanced search filters include:

- Product Name
- Product Introduction
- Product Type (drop-down listing types)
- Asset Name
- Asset Content
- Asset Type
- Date Created Date Range (Not Visible to Participant Account Types)

- Date Edited Date Range
- Last Accessed Date Range (Not Visible to Participant Account Types or Site Manager Account Types)